

TO: Management Staff

26 July 1950

SUBJECT: Request for Additional Receptionists

ATTENTION: Mr. [REDACTED]

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1. Since the last Reception Group T.O. change, 23 August 1949, at which time two Receptionists were dropped, a number of new buildings have been occupied.

2. With the normal Annual Leave plus Sick Leave absences, the number of receptionists on duty on any given day is daily under full strength in varying numbers.

3. Considerable travel time is spent each day in providing lunch reliefs between the various buildings, namely, [REDACTED] 2210 E Street, Temporary "K" and "L" Buildings.

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RECOMMENDATIONS

A. That two (2) additional receptionists be added to the T.O. If this cannot be accomplished it will be necessary to curtail the reception services now being performed.

The alternatives would be:

B. Close one entrance to visitors in Que Building. Security-wise only one entrance is required. The proportion of visitors entering and leaving the building is equally divided between the front and rear Reception Posts. It might be pointed out that the closing of either one of the entrances would then require visitors to walk around both Que and "L" Buildings in order to reach the Reception Desk.

C. Close the rear entrance in "K" Building to visitors which would eliminate the need of escorting between the rear of Wing 5 and the Reception Desk which is located near the west front entrance. The proportion of visitors entering and leaving the building is equally divided between the front and rear entrances, except during inclement weather, at which time 90 per cent of the visitor traffic is through the rear entrance. It might be pointed out that the closing of the rear entrance to visitors would then require visitors to walk around "L" Building or walk to Wing #1 of "K" Building and enter through the cafeteria side entrance, pass through the east end of the headhouse corridor, out the east front entrance, and proceed to the west front entrance and enter the building at the Reception Desk.

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4. While "B" and "C", mentioned above, could be done insofar as this office is concerned, it is quite probable that the operations in both Que and "K" Buildings would strenuously object.



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Acting Chief, Physical Security Branch